

**WORCESTER COUNTY GOVERNMENT**  
**is currently accepting applications for the position of:**

**Circuit Court Administrator**

Circuit Court

An Equal Opportunity Employer

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**OPENING DATE:** April 25, 2016

**CLOSING DATE:** May 6, 2016

**JOB SUMMARY:**

Exempt, full-time; Monday–Friday; full County benefits.

This professional position is responsible for managing and directing all aspects of non-judicial court administration and support activities for the Worcester County Circuit Court. This includes Circuit Court personnel administration, budget preparation and monitoring, fiscal planning and reporting, purchasing, space planning, record keeping, security/emergency preparedness, and special projects. Supervision is given to Circuit Court staff. Direction is received from the Circuit Court Judges with supervision from the Administrative Judge.

Pursuant to Section 2-501 of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, this position is an appointed position that serves at the pleasure of the Circuit Court Judges and reports directly to the Administrative Judge.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

B.S. or B.A. degree from an accredited college or university and a minimum of six years of substantial administrative and management responsibility in the public or private sector with court experience preferred. Additionally, years of work experience may be able to be substituted for educational requirements.

Preference may be given to applicants having an in-depth understanding of the operations of a court system, completion of the Institute for Court Management's certificate programs, and/or a working knowledge of financial software systems.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- The person suited for this position should possess excellent organizational and customer service skills, the competence and temperament to communicate effectively with the legal community, court personnel and the general public in a fast paced environment. Strong human resource management skills are required

- General knowledge of accounting is required. Public speaking and strong communication skills and an even temperament are high priority for this position
- Thorough knowledge of the principles of modern court administration and proven experience in managing a complex organization
- Extensive knowledge of the legal and criminal justice system rules, applicable laws, policies and procedures
- Extensive knowledge and experience in budget preparation, fiscal management, and grant programs
- Knowledge of generally accepted accounting and bookkeeping principles
- Knowledge of supervisory and employee management principles with the ability to effectively assign, follow-up and supervise the work of others
- Skill in mentoring, assigning and training employees with varying educational backgrounds
- Computer training or experience sufficient to effectively utilize word processing, financial and data management software and equipment
- Strong and accurate clerical and record-keeping skills with ability to effectively perform in a fast-paced work environment
- Ability to develop and maintain effective working relationships with elected officials, co-workers and the general public
- Strong and effective spoken and written (English) communication skills, including public speaking skills and the ability to prepare and present clear, accurate reports
- Ability to effectively manage multiple projects, organize work, determine priorities and complete assigned duties with minimal supervision
- Ability to work with sensitive information and maintain appropriate confidentiality
- Ability to make independent decisions in dealing with the public, employees, stakeholders

For consideration of hire, please send resume and cover letter and complete a Worcester County application form available online: [www.co.worcester.md.us](http://www.co.worcester.md.us), Mail to: Department of Human Resources, Worcester County Government Center, Attn: Ann Hankins, 1 W. Market Street, Room 1301, Snow Hill, MD 21863, fax: 410-632-5614, or e-mail: [ahankins@co.worcester.md.us](mailto:ahankins@co.worcester.md.us).